Alpha Company 187th
OAC In Processing

CPT James J. Jones

Company Commander

Unclassified

Purpose

- **Inform students about the Company's Policies & Procedures. Inform students about In Processing and other administrative requirements of A Company, 187th Med BN, 32 Medical Brigade.**

Outline

- Alpha Company's Mission
- Leaves and Passes
- MTSS
- In Processing Highlights
- Finance
- Miscellaneous
- EO/Sexual Assault/Policy
- Important Phone Numbers

Mission

- **Our Company’s mission is to assist and facilitate all of your administrative needs which allows you time to focus on your academic requirements**

Leaves and Passes

- **Pass requests need to be submitted to your small group leader (SGL) ten (10) working days prior to your departure**
- **You need a pass if you travel greater than 50 miles. Austin is included in the 50 mile radius.**
- **POV Check list must be done prior to submitting a Pass or LV form. You must also accomplish a risk assessment prior to submitting your pass.**

Leave/Pass Cont

- **You are only authorized Emergency Leave during the course**
- **Ensure you don’t depart Fort Sam on LV or Pass without an approved/signed DA 31**

MTSS (Military Training Service & Support)

- **Pays for lodging (from your report date until the completion of your training)**
- **Meals are provided (M-F) Rocco Dinning Facility**
  - **Breakfast: (07:15-08:15 hrs)**
  - **Lunch: (12:15-13:30 hrs)**
  - **Dinner: (18:00-19:00 hrs)**

MTSS

- **Weekends - you will receive per diem at the local rate and must pay for your meals in the dinning facility.**

- **You must present your ID Card and Meal card in order to eat in the dinning facility.**
- **Taxi services – you are authorized a maximum of $30.00 per wk in Taxi charges. You must keep receipts and submit them with your final travel voucher.**

MTSS Cont

- **In and Around Mileage – You must keep a detailed log of your miles daily and submit it in a memorandum format with your final travel voucher. (See MTSS Fact Sheet).**
  - **Note *** you are only authorized In and Around Mileage if your orders indicate that you are!**

MTSS

- **Family Members, significant others, or other personnel are not allowed to stay with you in your government paid (on or off) post lodging.**
- **You are allowed to arrange your own lodging off post, but you will not be reimbursed for any of your expenses.**

In Processing

- **ID Cards – If you don’t have a PIN, you must reset one during in processing**

Finance

- **Reserve personnel pay is processed through DFAS Indianapolis**
  - Military Pay **(888) 729-2769**
  - Transportation Pay **(888) 425-7729**
  - Travel Pay **(888) 332-7366**
- **MAJ Bradley Richardson, Reserve Liaison** (room 319) Phone Number: 800-531-1114 ext. 6342, (DSN 471-6342)

Local Number: 210-221-6342

Email: bradley.richardson@amedd.army.mil

Finance

- **NG students must process their pay and order issues through their state**
- **ARNG Liaison Officer - COL Randall Scholze (room 237)**
- **Phone Number: 800-531-1114 ext. 7320, (DSN 471-7320) Local Number: 210-221-7320**
- **Email: Randall.Scholze@amedd.army.mil**

Finance

- **No one other than your TAC Officer, 1SG Jackson, or myself can approve you to go to Finance. You will be told to return to your unit if you go to Finance without a written request from the Company.**

- **If you are having problems with your pay and your TAC Officer is not resolving your issue, email me at james.jones4@cs.amedd.army.mil so I can investigate the problem.**

Sick call / Formations

- **You must notify your student Chain of Command and Class Advisor prior to going on sick call. You will take a DD 689 (Sick Slip) signed by your class leader to sick call.**
- **Ensure “Line of Duty” DA 2173 form (Part 1) is filled out by calling 916-0675 (Mrs. Ward) if you are Reserve/NG.**
- **You must provide a copy of your profile to your TAC Officer. The Commander is the only one who can approve your profile!**

OFF-Duty Employment

- **Off- Duty Employment is not authorized.**

Off Limits Areas

ON POST

- **AIT Areas, The Hacienda**

OFF POST

X/S (formerly the observatory)
Executive Health Club
The Saint
2015 Place
Planet K
One-O-Six
Silver Dollar
Cracker Box Palace

*** Read The Policy Letters!**
http://www.cs.amedd.army.mil/187medbn/
http://fshtx.army.mil/obchome/

Fraternization

- **Inappropriate Relationships**
- **Forbidden to date ANY Permanent Party to include, but not limited too…**
  - **TAC Officers**
  - **Instructors**
  - **IET Students / Enlisted Soldiers**
- **Adultery is punishable under UCMJ**

Safe Guard Valuables

- **High Dollar Value Item Sheet – must be filled out and turned into your Class S-1 ASAP**
- **ANYTHING over $50.00 should annotated on this form**

Vehicle Registration Fort Sam

- You will need your Vehicle Registration, Proof of Insurance, Military ID, or Photo ID with orders

Army Physical Fitness Test

- **All Soldiers MUST pass the Record Army Physical Fitness Test in order to graduate from the course**

Privately Owned Weapons

- **NO Weapons are to be brought on post UNLESS it is coordinated through the company and the Provost Marshal Office**
- **All Weapons will be stored on post in the Brigade Arms Room**

Miscellaneous

- **If you are having problems with your housing, family, pay, spiritual well being etc…, Contact your TAC Officer, 1SG Jackson, or myself ASAP so we can help you resolve the problem**

Miscellaneous

- **Alpha Company is located in BLDG 1002 and has all of the Brigades, BN, and company policies posted or you can review them at: http://fshtx.army.mil/obchome/**

Miscellaneous (con’t)

- **The Class S-1 needs to submit all the students administrative request in a timely manner**
- **Alert your class advisor, student chain of command, and Alpha company if you or your immediate family members become hospitalized or are seriously ill**

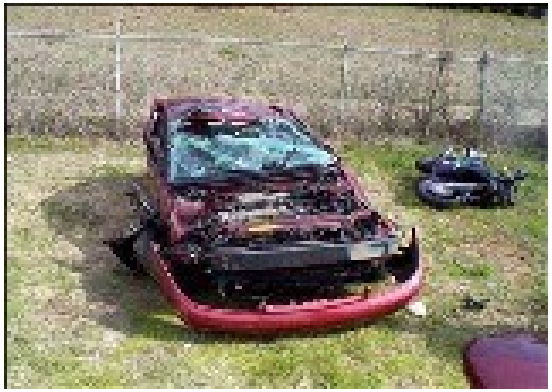
Miscellaneous

- **PT Reflective Belt – (yellow) will be worn with uniform at all times**
- **Calf length socks are required with the PT uniform**
- **Sleeves will be worn down at all times with the American Flag sewn on R sleeve**
- **Berets will be worn in Garrison**
- **ID Tags will be worn with all uniforms**

Safety

- **Safety is all of our responsibility both on and off duty**
- **POV accidents are the number 1 cause of death of our soldiers**
- **Heat Injury Prevention is a leader's responsibility and we need everyone to protect themselves and others!**
- **During physical training and your APFT, you must bring a 16 oz bottle of water to the training site.**

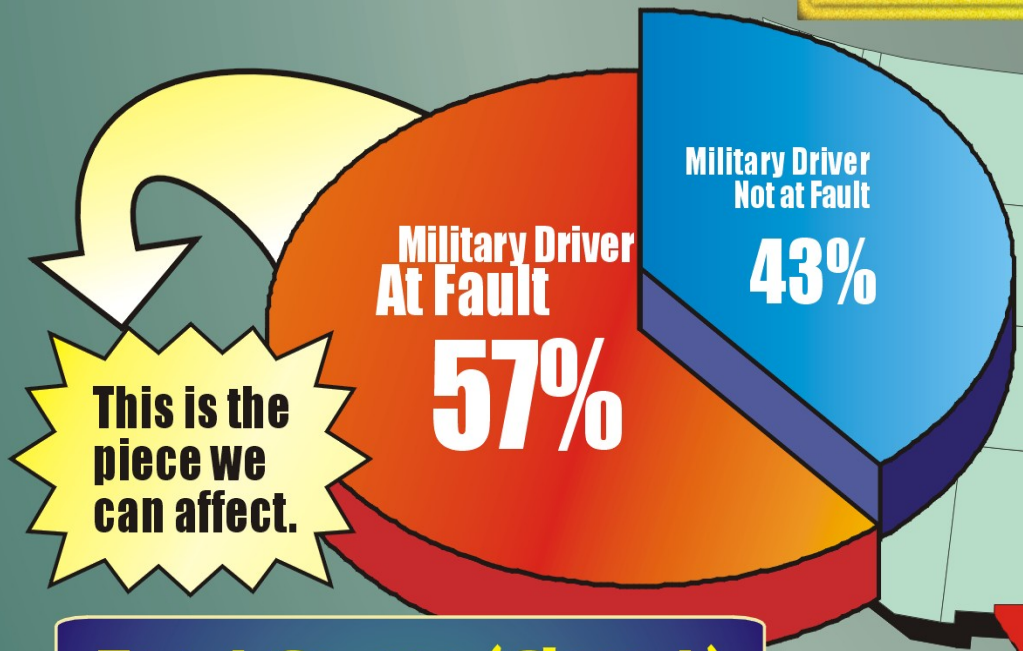
https://safety.army.mil/home.html



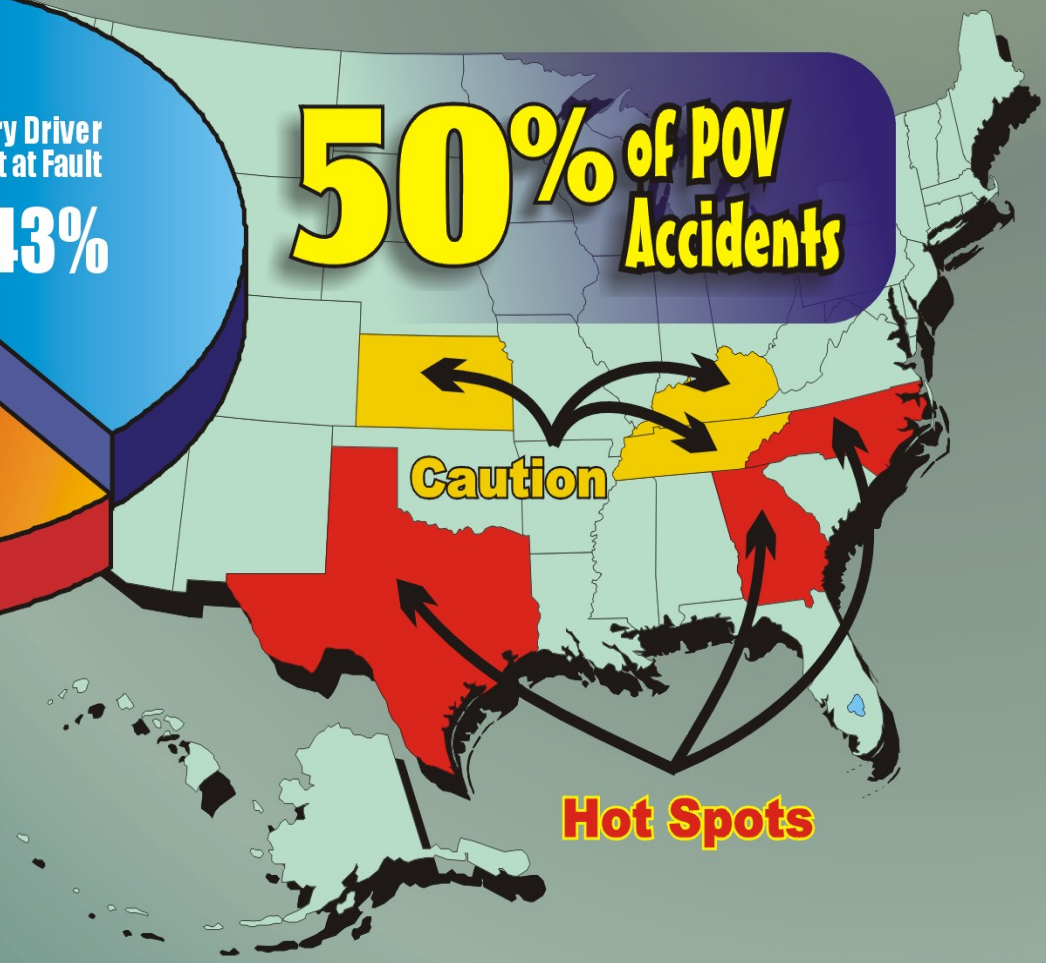
POV
SAFETY

POV Accidents
In-Depth (Class A-C)

				Other
67%	12%	15%	3%	3%



50% of POV Accidents



Top 4 Causes (Class A)

Lost control	50%
Crossed Centerline	18%
Speed	18%
Fatigue	14%

IPR9-243MTT

Don't Take Unnecessary Risk

EO Policy

- **Prevention of Sexual Assault, Sexual Harassment, and other violations of the Army EO policy is a leading priority in the Army and Fort Sam Houston – Protect yourself and treat people as you want to be treated!**

LTC John Collins **CSM Jackie McFadden**

Battalion Commander **Battalion CSM**

COL Bradley Freeman **CSM Michael Kelley**

Brigade Commander **Brigade CSM**

Important Numbers

- 1SG Jackson – Office 221-8424 or Cell 391-9749
- CH Schlichter – 221-1698 or Cell 887-4912
- ACS (BLDG 2797) – 221-2705
- EO Complaints – LT Oakes – 221-8318
- Inspector General – 221-2327
- Army One Source – (www.armyonesource.com) 1-800-464-8107

Summary

- **Are there any questions?**
- **Enjoy your time in San Antonio AND BE SAFE!**
- **Contact me at:**
  - **(210) 221-8427 office**
  - **(210) 887-5199 cell**
  - **james.jones4@cen.amedd.army.mil**